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Office Memorandum

UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 3 March 1955.

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 9

I. SIGNIFICANT ITEMS: NONE

II. OTHER ITEMS:

A. OTR Vacancies

The following is a breakdown of OTR professional and clerical vacancies by School and Staff:

	Professional	Clerical
Operations School (Hdqs. [REDACTED])		
Basic School		
Language & External Training School		
Intelligence School		
Plans & Policy Staff		
Assessment & Evaluation Staff		
Support Staff (Excluding JOT'S)		
(Hdqs. & [REDACTED])		
Total		

25X1
25X1

B. OTR Cover Responsibility for External Training:

1. [redacted] met to discuss the problem of arranging for cover for external trainees. It was agreed that this function, and all items relative to it, will remain the responsibility of the Administrative Branch.

2. [redacted] of OTR met with Mr. Karamessines, Chief, Cover Division, FI, to discuss the OTR function relative to cover for external trainees. It was agreed that: (1) The DTR is responsible for determining the need for cover for external trainees; (2) Where cover for an established external program has already been determined, it will be the responsibility of the sponsoring office to brief the trainee; and (3) CIA Regulation [redacted] should be revised to reflect the appropriate changes relative to cover.

C. Air Conditioning in Headquarters Buildings

The perennial problem of when to activate "package-type" air conditioning units has been taken up with LO. As heretofore, GSA takes the position that the units cannot be activated until the danger of freezing of water in the cooling towers is past.

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D. Proposed Rehabilitation, Building []

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25X1 [] Detailed estimates of the proposed rehabilitation of Building [] were received from IO. The rehabilitation will cost approximately \$20,000. A review of this matter is under way in the light of plans for a new CIA building.

E. Alterations - Building []

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A doorway and door were installed from the hallway to the Men's room on the second floor, Building [] Doorway from Room 200 to this same Men's room sealed.

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I. Classification and Wage Survey

25X1 [] The future development of the survey being conducted by Mr. [] Classification and Wage Division, is somewhat uncertain at this time due to probable organizational changes in the Office of Personnel and because of a possible new approach to the Agency wage structure. However, [] is proceeding with the survey on the basis that the aforementioned changes will take place too far in the future to affect his survey of OTR.

J. Status of the Table of Organization

25X1 The T/O, based on the new organizational structure of the Office of Training, has been distributed to appropriate persons and activities in the Office of Training and the Agency.

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K. Use of OTR Regulation on Career Planning

25X1 [] of the Office of Personnel, has reported that he has drafted a regulation on career planning for Office of Personnel employees, based on the OTR Regulation on this subject.

25X1 L. []

The weekly report of the utilization of [] is attached.

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M. The Registrar's Monthly Report of Waivers and Deferments of Training Standards for February was forwarded to DTR on 1 March.

N. A report on External Training received by CIA Employees Separated during January 1955 was forwarded to DTR on 28 February.

O. A request for training records on 175 people carrying BF service designations was received this week from the Office of the Comptroller. March 11 is our target date for completion of this project.

P. Budget & Fiscal

1. The Budget and Fiscal Officer has completed and forwarded to the Budget Division, schedules for the distribution of FY 1955 Vouchered Funds obligations to conform with the new allotment account structure.

2. Requests for allotment of funds for the new allotment accounts have been forwarded to the Budget Division.

3. Memoranda notifying all School and Staff Chiefs of their new allotment accounts and reminding them of the requirement for clearing obligations through concerned components of the Administrative Branch have been prepared for distribution.

4. Special income tax problems on Agents have been resolved with the exception of two cases now in process.

25X1

25X1 Attachment: []

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